

## NCLM League Planning Committee Meeting

Greenville Convention Center Boardroom

September 23, 2009

11:00am

Thom welcomed group. In attendance: Diane Godwin, Jerry Todd, Charles Archer, Athena Banks, Melissa Smith, Ryan Draughn, Dana Bayley, Thom Moton, Wayne Bowers, Thom Moton, Debbie Vargas, Donna Raynor, Beverly Garrett, Steve Hawley, Pat Sugg, Wanda Elks, Nancy Brown, Gerry Case, Ann Tess, Chief Mike Burton, Andrew Schmidt, Rhesa Tucker, Lisa Barber, Debbie Vargas, Lt. Earl Phipps, Rex Wilder, Sgt. Robert Brewington, Wes Anderson, Ken Jackson, Bernita Demery, Mayor Bob Evans, and Mayor Patricia Dunn.

Welcome by Thom; Welcome by Charles Archer; Charles stated that registration has been extended for one week til October 2; Registered: 410 elected officials and 60 spouses; 120 booths sold; Farmville workshop – 25; Washington – 35; Host City Event – 376; Golf- 36; Monday Shopping – 7; Uptown Tour – 4; Tuesday Tour – 6

October 23 – Follow up meeting with League Staff – 10:30-12 in the West Wing, Room 1; meeting with Convention Center and Hotels after that with League

Wrapup meeting to be determined

Charles – Preliminary Program – Governor will not be attending but will be sending a video; Invitation sent to Chancellor Ballard for opening ceremony and also requested that Mayor Dunn participate;

Closing on Tuesday morning, the League is asked communities to support Military Covenant and to adopt and support military across NC. Last 10 minutes of closing will relate to this and the resolution adopted by NCLM. Trying to get resolution across the state in support of the military;

Ethics Session added – new state law requiring ethics training (2 hours mandatory) for all officials which comes into play July 1, 2011; Session will be Sunday, 1-3 pm and will house 120 people; No additional fee; Promote locally

Monday afternoon session on Big Ideas...will be repeated twice

CVB to provide dining options – 85 restaurants within 1 ½ mile radius; Charles Archer will add dining options in closing remarks

Fountain dedication at 5:30 on Monday afternoon; Charles wants added to the program; Thom will provide writeup

Mayor Evans asked about the mobile workshop time and was told buses would load at 1:15.

Housing is up to 5 hotels; Total rooms: 210 on Saturday; 473 on Sunday; 462 on Monday; 45 on Friday for a total of 1190 guest rooms rented

Host City Command Center in Board Room

Volunteer check in prefunction area

Cigna will be distributing hand sanitizer and information regarding the spread of the flu

Golf tournament participation down – 52 with city sponsors; Jerry will make calls to try to get more players; Trying to get 72; Need 1 EMT on site; #16 is the hole in one for the car;

Ken will email revised transportation schedule to Diane with Wingate included; It is posted on sharenet; Signage plans distributed; Buses loading 4 at a time; probably a 10 minute transport

Exhibits – 5 booths left

Speaker for Tuesday session will be arriving on Monday and will need VIP transportation; info to be made available to Ann as soon as possible—probably a week before

Host City – copy of schedule distributed and reviewed

Donna asked about where tickets would be taken and Diane said normally bus door. After discussion, tickets will be taken at Minges when entering Harvey Hall; If they do not have a ticket, they will be sent to League staff at the registration area (which is the entrance for late arrivals) (Beverly went to Minges after the meeting and League staff was agreeable to area for registration desk)

Restaurants: Wimpies, Parkers BBQ, Chico's CPW's, Chef 505; G & K, Debu and Daily Grind; Beverages served at tables; Thom noted that when leaving the Murphy Center there will be color coding to guide delegates to the various types of food; Dessert samplings on each table

Color guard and National Anthem ready; League staff will send ceremony schedule to Lisa; Lisa send list of entertainment to Diane

Spouses program – confirmed; 10 am departure for tour on Monday and 9:45 on Tuesday

Mike Burton – security plans submitted

Host City Gift – Thom distributed copies of the water bottle and clock;

Donna previewed a volunteer shirt and noted all would be wearing except bus drivers and ECU Ambassadors; 201 total applications with 122 true volunteers; 65 city employees; Process of placing volunteers into positions; Volunteers are to park in the rear of the Center and enter in the west side for check in; Volunteer training Oct. 15, 19, and 20 at the Hampton Inn; Volunteer Handbooks underway; Diane will send Donna most updated report;

Guests will be invited to join in the fountain dedication at 5:15 pm and dedication will include dignitaries; no food; pa system in setup, plaque unveiled – Thom will send to Melissa a writeup for the program; Charles asked about remarks and Thom noted they would like the League President and Ellis Hankins

Donna asked about Email Center and Diane said their IT staff would handle completely

Donna asked about ballots being copied and Diane said a volunteer would do that;

Donna asked about a lost and found and Diane said it would be at the Registration Desk

5 copies of the Conference Book were given to Thom for distribution; Diane will send the final updated one to Beverly to post on sharenet

Donna asked about a list of who's registered for each event and Diane will bring that on October 23;

Diane will send tickets to Thom and Beverly to distribute to sponsors

Next meeting with League Staff – Friday, October 23 at 10 am at the Convention Center

Beverly Garrett  
Recorder